



# Selective Service System

National Headquarters / Arlington, Virginia 22209-2461

## Headquarters Order

**EFFECTIVE DATE:** August 2, 2017

**RESPONSIBLE OFFICE:** HR

**NUMBER:** 17-04

**SUBJECT:** Selective Service System Policy for Business Dress and Business Casual Attire

**1. PURPOSE:**

This Headquarters Order establishes the policy for business dress and business casual attire for employees of the Selective Service System (SSS).

**2. GENERAL**

It is incumbent upon each Federal agency to establish and implement a dress code policy for its civilian employees. Employees are expected to present a professional and businesslike appearance within the workplace. When representing SSS to the public or other government agencies, employees should dress in a manner that is generally accepted as business dress (defined below). This includes pantsuits, suits, dresses, dress slacks, collared shirts, ties, blazers, blouses, etc.

**3. DEFINITIONS**

For Selective Service System, the following definitions shall apply.

- A. Business dress: a form of workplace attire that for men will generally consist of a matched suit, or sport coat and slacks, worn over a dress shirt and tie, with dress shoes. Business dress for women is a matched skirt or a pant suit, worn over a conservative top, and dress shoes.
- B. Business casual: a form of workplace attire that is more relaxed than business dress, but presents a clean, well-groomed, professional appearance. It can be worn in circumstances that a full suit is not required. An example of SSS business casual for men is trousers/khakis and a collared shirt, which can be worn with or without a sport coat or blazer. Comparable dress for women is trousers (or a skirt) and a blouse or shirt.

- C. **Business Casual Fridays:** The Primary difference between this classification and business casual above (Item B) is to include denim pants and skirts and casual collared Hawaiian shirts.
- D. **Casual attire:** clothing such as denim jeans/skirts/dresses, shorts, t-shirts, gym shoes, etc. Casual attire typically is not authorized for normal wear at Selective Service System, with some very limited exceptions as explained in paragraph 7 of this Headquarters Order.

#### **4. RESPONSIBILITY**

The Human Resources Office (HR) is responsible for issuing guidance to SSS employees regarding the workplace dress code. This includes advising employees on the rules governing business dress and business casual wear.

#### **5. POLICY**

Recognizing the positive effects of a relaxed work environment on performance, conduct, and morale, SSS has established a business casual dress code for use throughout the year. Specifically, this means relaxed professional clothing, including trousers and collared shirts for men and a myriad of options for women as reflected below. Employees may dress in a business casual manner while maintaining a professional and businesslike appearance. Business casual attire may be worn throughout the year except as noted below.

- A. When meeting with external customers within SSS or at another location, employees shall wear business dress attire (as defined in paragraph 3 of this Headquarters Order) to ensure a professional and businesslike appearance.
- B. To maintain a professional and businesslike appearance, the standard attire for senior management officials such as the Director, Deputy Director, Chief of Staff, Associate Directors, General Counsel, and Data Management Center/Region Managers is business dress (as defined in paragraph 7 of this Headquarters Order). However, business casual is authorized for these officials from June 15<sup>th</sup> through September 30<sup>th</sup>.
- C. Attire when attending training, conferences, seminars, or other events should be appropriate to the venue and the audience – but never less than business casual.
- D. Employees may wear denim jeans and denim jean skirts as well as collared Hawaiian print shirts on business casual Fridays throughout the year provided that the jeans are modest and are appropriate to wear in a professional office environment, and the employee does not have official agency business with anyone outside SSS staff.

## **6. INAPPROPRIATE ATTIRE**

Clothing items that are inappropriate for wear at Selective Service System include, but are not limited to, those shown below.

- A. Denim jeans, skirts, and dresses are not authorized business attire at Selective Service System with the exception of business casual Fridays. See other policy exceptions outlined in paragraph 7.
- B. Pants that are too tight, too baggy, or have holes, tears, rips, or display words or symbols that are illegal, obscene, offensive, or are in other ways inappropriate, are not allowed. Shorts of any type, camouflage pants, and pants worn below the waist or hip line are not permitted.
- C. T-shirts, muscle shirts, camouflage shirts, tank tops, halter tops, crop tops, low-cut blouses or sweaters are not authorized. Also prohibited are any shirts that display illegal, obscene, offensive, or other forms of inappropriate words or symbols.
- D. Extreme styles in footwear or other apparel.

## **7. EXCEPTIONS**

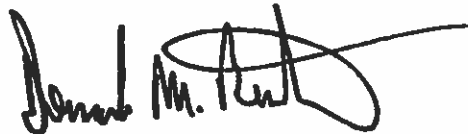
Exceptions to this dress code may apply when work involves physical labor. This may be Data Management Center personnel that work in warehouses, who operate machinery, and/or process bulk USPS mail; or to other employees when performing tasks such as cleaning and moving; during all-day outdoor events that do not involve client interaction (e.g., agency sponsored cookouts); or as prescribed by senior management officials identified in paragraph 5.B. of this Headquarters Order.

## **8. ILLUSTRATIONS**

Samples are attached that illustrate attire that is acceptable for wear throughout the year. Questions regarding this policy should be addressed to the Human Resources Office.

## **9. SUPERSESSION**

This Headquarters Order supersedes Directive 700-41 dated May 13, 2015.

A handwritten signature in black ink, appearing to read "Donald M. Benton", with a large, stylized flourish extending from the end of the signature.

Donald M. Benton  
Director

Attachment

Distribution: 1 - 7, 30

## Attachment

### Illustrations of appropriate business casual attire



### Illustrations of appropriate Business Dress when representing the agency to the public or other government agencies

